



Welcome to MultiLingual Solutions New Payroll System



Log In

[Forgot your password?](#)

Log In

The NeoSystems platform and Ultipro Payroll tool is used to process your payroll.



To access Ultipro, please visit your NeoSystems Tools page at:

<http://www.neosystems-usa.com/mls/clienttools.html>

On your tools page, please click on the link to the Ultipro Payroll System:

**NeoSystems**SM

Support Cent

Home > Client Tools



☒ Search the web
☐ Search neosystemscoorp.com


MLS CLIENT TOOLS
Time & Expense
Time Collection Employee Handbook
Productivity Tools (Citrix XenApp)
Citrix Install Instructions-Chicago
Dashboards for Deltek
Cognos Impromptu Web Reports/Contributor - Chicago
Policy & Procedure Manager
Policy & Procedure Manager Handbook
UltiPro Payroll System
NeoSystems Support Portal


NeoSystems
Admin

SYSTEM MAINTENANCE

None Scheduled

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You will be asked for your login information:

The image shows a login page for NeoSystems. At the top left is the NeoSystems logo, which consists of a stylized atom-like symbol with blue and green loops. To the right of the logo is the text "NeoSystems" in a large, dark blue font, with a small "SM" trademark symbol. Below this is the tagline "Grow Ahead... We've Got Your Back Office." in a smaller, italicized blue font. The main content area is a white box with a thin grey border. Inside this box, the text "Log In" is displayed in a bold black font. Below it are two input fields: the first is labeled "User Name" and the second is labeled "Password". Below the password field is a blue hyperlink that says "Forgot your password?". At the bottom right of the white box is a green button with the text "Log In" in white.

Your user id is your first initial and last name @MLS (for example, **jsmith@mls**)

Your initial login is equal to your birthdate WITHOUT dashes (for example, **02291905**)



Upon your first login, you will be prompted to change your password :



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Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length: 8-15
Letters: 2
 Uppercase: 1
 Lowercase: 1
Numbers: 1
Special characters: 1 (Examples: !@#\$%^&*()_ -+={}|\\;\'<>./~`

Current Password

New Password

Confirm Password

OK

[Cancel](#)



You will also be asked to answer 3 security questions, to be used in case you forget your password:



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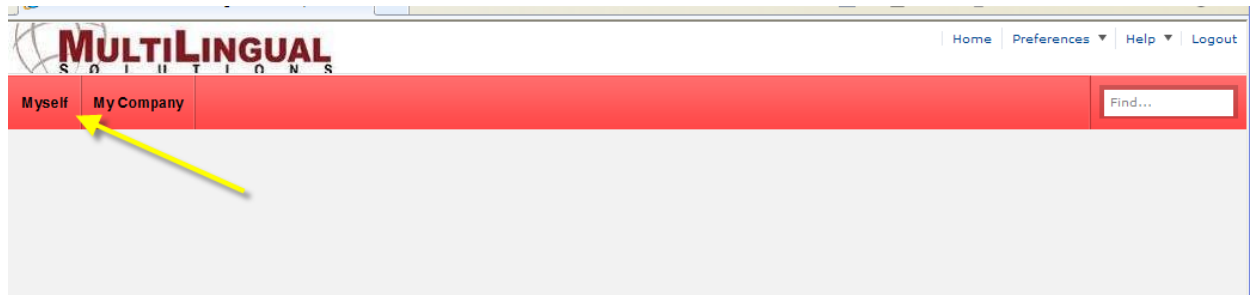
Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

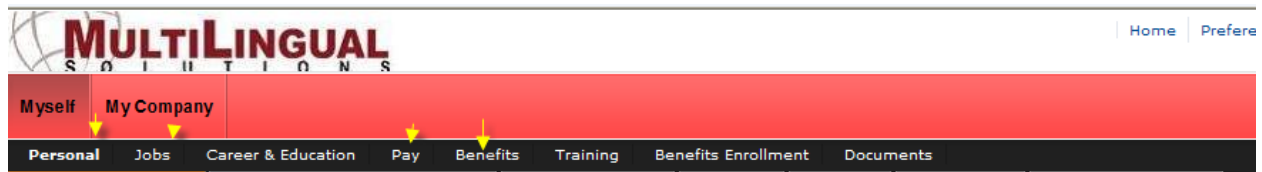
What was your first grade teacher's name? ▼	<input type="text"/>
<input type="text"/> ▼ *	<input type="text"/>
<input type="text"/> ▼ *	<input type="text"/>
<input type="button" value="Finish"/>	Cancel



Once inside the tool, you will have READ access only to view personal, salary, and deduction information as it is configured in the payroll system. Click on “Myself” to view your setup information as well as your paycheck details.



After clicking on “Myself” you should see the tabs of information about you:



The yellow highlighted tabs are currently being used.

Personal holds information such as name, address, contact information.

Jobs hold paycheck processing information: your employment status, your pay rates, etc.

Note: there is no job history initialized and the system is not being used to track review data so therefore those fields/tabs may be empty.

Careers & Education: *this system is not being used to track this information at this time.*

Pay is the tab that will display your current pay stub information as well as pay history. Note that we initialized the system using one record for each quarter, so there is no paycheck detail prior to Q3 2012.

Benefits displays the benefits that you are signed up for as they related to payroll deductions.

Training: *the system is not being used to track this information at this time.*

Benefits Enrollment: *the system is not being used for this at this time.*

Documents: *the system is not being used for this at this time.*



Please be aware that you have **READ access only**. You still need to go through your normal channels to perform change of address, changes to tax withholdings, etc.

The error message below displays when you attempt to make a change to your data. Its normal and can be ignored.

The screenshot shows the MULTILINGUAL SOLUTIONS web application interface. At the top is the company logo. Below it is a red navigation bar with "Myself" and "My Company" tabs. A black menu bar contains various options: Personal, Jobs, Career & Education, Pay, Benefits, Training, Benefits Enrollment, and Documents. Below this is a grey sub-menu bar with "Employee Summary", "Name, Address, and Telephone" (which is highlighted), "Status/Key Dates", "Contacts", "Property", "Private Info", and "Other Pers". The main heading is "Change Name, Address, or Telephone". To the right of the heading are icons for "cancel" (a red circle with a slash) and "print". Below the heading is a red-bordered box containing an error message: "Errors" followed by a bullet point: "This business process is inactive. Please contact your system administrator." Below the error box are two columns of form fields. The left column includes "Effective" (with a date field set to 08/06/2012), "Prefix" (a dropdown), "First" (a text field with a red asterisk), "Middle" (a text field), "Last" (a text field with a red asterisk), and "Suffix" (a dropdown). The right column includes "Preferred first" (a text field), "Former last" (a text field), and "Marital status" (a dropdown). At the bottom of the form is a grey bar labeled "Address".



Under the Pay tab, you will see your Current Pay Statement. This is the only place you will see your paystub information. You should login each payday to see your pay detail:

Myself

My Company

Personal

Jobs

Career & Education

Pay

Benefits

Training

Benefits Enrollment

Documents

Current Pay Statement

Pay History

YTD Summary

Direct Deposit

Income Tax

Federal W-4

State Withhold

Current Pay Statement

download pri

This is a statement of earnings and deductions. This pay statement is non-negotiable.

11 North Washington Street
Suite 300
Rockville, MD 20850


Pay Statement
Period Start Date 07/07/2012
Period End Date 07/20/2012
Pay Date 07/27/2012
Document 127
Net Pay

Pay Details				
	Employee Number	Pay Group	MLS Biweekly PR	Federal Income Tax
	SSN	Location	xxxxxxxxxx	State Income Tax (Residence)
	Job	Division	Salaried Exempt 03 - Government Solutions	State Income Tax (Work)
	Pay Rate			
	Pay Frequency		Biweekly	

Earnings					Deductions			
Pay Type	Hours	Pay Rate	Current	YTD	Employee			
GTL	0.0000				Deduction	Pre-Tax	Current	YTD
Holiday	0.0000				Dental PPO			
PTO	0.0000				ER GTL for Reg	No		
Regular	80.0000				Group Term Life	No		
					HSA PPO	Yes		
					Taxes			



Also accessible under Pay is the Direct Deposit tab. This displays the bank information for your direct deposit.



Hon

Myself My Company

Personal Jobs Career & Education Pay Benefits Training Benefits Enrollment Documents

Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax Federal W-4 State Withholding W


Direct Deposit Summary

print help

Pay Statement Preference [Paper and electronic copies](#)

Account Number	Description	Bank	Account Type	Amount	Status	
xxxxxxxxxxxxxxxxxx6593			Checking	Available balance	Active	

Double click on the Account Number to get the full bank account setup information. Again, the error message is warning you that you cannot make a direct change to your information. This is normal and can be ignored.



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Myself My Company

Personal Jobs Career & Education Pay Benefits Training Benefits Enrollment Documents

Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax Federal W-4 State Withholding

Direct Deposit Detail

cancel print help

Errors

- This business process is inactive. Please contact your system administrator.

Description

e.g., "My College Fund"

Bank name

Routing number

Account number

Account type

Status

***Amount**

☐ Flat amount

☐ Percent amount

☒ Available balance



Federal and State deduction information can be found on the **Income Tax**, **Federal W-4** and **State Withholding** tabs.

Under the Benefits tab, you can review the benefits deductions that are scheduled to be deducted from future paychecks.

The screenshot shows the MULTILINGUAL SOLUTIONS web portal. The top navigation bar includes tabs for Personal, Jobs, Career & Education, Pay, **Benefits** (highlighted with a yellow arrow), Training, Benefits Enrollment, and Documents. Below this is a sub-navigation bar with Current Benefits, Life Events, Beneficiaries/Dependents, Investments, PTO Plans, PTO Requests, COBRA, and Links. The main content area is titled "Current Benefits Summary" and includes a "Benefit seniority date" of 03/29/2011. A table displays the following data:

Benefit	Plan	Coverage	Coverage		Employee		Employer		
			Start	Stop	Last	YTD	Last	YTD	
Dental	Dental PPO	Employee + Family	04/01/2012		\$19.39	\$155.12	\$25.31	\$75.93	
Group Term Life Insurance	ER Paid GTL for Reg(Non-SCA)	1.0000	01/01/2012		\$0.00	\$0.00	\$0.01	\$0.04	
Medical	HSA PPO	Employee + Family	04/01/2012		\$224.44	\$1,795.52	\$322.00	\$966.00	

Please note that the system is not being used to track:

Investments

PTO plans (continue to use your T&E system to review your leave earned and balances)

PTO requests (continue to use your T&E system to submit Leave requests)

COBRA

If you have any questions about this new system, please contact Carol Moore at cmoore@neosystemscorp.com. If you have questions about your information or want to make changes, please contact the HR department at MLS_HR@mlsolutions.com